

UNIVERSITY OF KASHMIR



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VOLUME - I

University Campus, Hazratbal - Srinagar - 190006

CHAPTER - I

OFFICERS

1. In addition to the officers mentioned in Section 9 of the Act, there shall be the following officers: - *Statutes*
- 1) ¹Dean, Academic Affairs;
 - 2) Dean, College Development Council;
 - 3) Librarian;
 - 4) Chief Proctor;
 - 5) Additional Controller of Examinations;
 - 6) Dean Students Welfare;
 - 7) Deputy Chief Proctor/Proctor;
 - 8) Deputy Librarian;
 - 9) Deputy Registrar/Development Officer;
 - 10) Deputy Controller of Examinations;
 - 11) Director, Physical Education;
 - 12) Director, Bureau of Educational & Vocational Guidance;
 - 13) ²Special Assistant to Vice Chancellor;
 - 14) Senior Assistant Librarian;
 - 15) Assistant Registrar;

¹ Amended vide Univ. order No. F(Dean-AA)Adm/KU dated 26-03-2008

² University Council resolution dated June 02, 2008.



- 16) Assistant Controller of Examinations/
Confidential Assistant to Controller of
Examinations;
 - 17) Assistant Librarian;
 - 18) Assistant Engineer.
- 1.1 In addition to the duties assigned to and powers vested
in him under section 13 of the Act, it shall be competent
to the Vice Chancellor: -
- i. to depute officers, teachers and other employees
of the University on University work;
 - ii. to permit the teachers and officers to attend the
meetings and conferences recognized by the
University within and outside the state;
 - iii. to treat on duty for a period of 15 days extendable
to 20 days in exceptional cases in a year from
January to December, in the case of teachers and
officers to enable them to attend meetings and
academic conferences recognized by the
University and the committees constituted by the
State Government or other recognized bodies and
to conduct the viva or practical examination/s
outside the jurisdiction of the University or any
other academic programme beneficial to the
teachers /officers of the University as may be
decided by the Vice-Chancellor.
 - iv. to treat on duty, the teachers of the University
during the period they are engaged in the conduct
of examinations (Theory or Practical) of the
University or in assessment of answer scripts at
the evaluation centres set by the University;
 - v. to recommend and/or forward to the University
Grants Commission and Union Ministry of
Education, the proposals made by the University
Departments, constituent and affiliated colleges
and other recognized institutions for grant of
financial assistance under various schemes;
 - vi. to select candidates and recommend them to the
State Ministry of Education, University Grants
Commission, Union Ministry of Education, the

Vice
Chancellor

- Council of Scientific and Industrial Research and
other institutions, for the award of
fellowships/scholarships and grant of financial
assistance etc, subject to the conditions, if any
laid down in this behalf;
- vii. to call upon the Heads of the Departments
concerned to submit such information and render
such assistance as may be necessary in the
interest of the University work;
 - viii. to grant late admission of students to various
courses in the University Departments, affiliated/
constituent colleges and other institutions, in
genuine cases, in accordance with the provisions
of relevant statutes;
 - ix. to condone the delay in submission of forms,
applications and all other documents to the
University in exceptional cases where the delay is
occasioned by the circumstances beyond the
control of the applicant, provided that he/she has
not been guilty of negligence or fraud;
 - x. to sanction remission of late fees in the
submission of admission forms, Registration
Returns etc. in genuine cases in which delay is
occasioned by the circumstances beyond the
control of the Candidate/College Department, as
the case may be, provided that the Candidate
/College/Department has not been guilty of
negligence or fraud;
 - xi. to sanction extra-ordinary contingent expenditure
in exceptional cases, in connection with the
conduct of examinations as may be prescribed
from time to time.
 - xii. to sanction casual leave to the officers and Heads
of Departments of the University;
 - xiii. to sanction leave of all kinds other than casual, to
the employees of the University;
 - xiv. to sanction crossing of efficiency bar in favour of
the employees of the University;
 - xv. to sanction honoraria to the subordinate staff;



- xvi. to suspend when he deems necessary an officer or a teacher on grounds of misconduct in accordance with the procedure laid down under Regulations and when he takes such an action he shall report it to the Syndicate/ University Council at its next meeting;
- xvi A ³ to suspend from attending the classes when he deems necessary a student on grounds of misconduct, indiscipline or misbehavior;
- xvii. to sanction special advances out of G.P. Fund/ C.P. fund in favour of officers and other University employees upto the extent, the credit is available;
- xviii. to sanction House Building Advances to the University Employees under Rules;
- xix. to sanction write-off of loss in any individual case not exceeding Rs. 200/= subject to a limit of Rs. 5,000/= book value in a year;
- xx. to sanction all the scholarships to the students under Statutes;
- xxi. to sanction, in consultation with the Financial Adviser, grant of such facilities and amenities to the employees as may be sanctioned by the State Government from time to time;
- xxii. to sanction advances against the budgetary provisions;
- xxiii. to authorize free supply of University publications on the merits of each case;
- xxiv. to sanction, in consultation with the Financial Advisor, relaxation in the conditions of length of service qualifying for grant of study leave to the employees of the University;
- xxv. to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit as per codal procedure;

³ University Council resolution dated 23/08/1975



- xxvi. to accord sanction to the execution of approved original works by the University Construction Division after the estimates are technically approved by the competent authority;
- xxvii. to sanction, on the recommendation of Engineer having technically approved the estimates, expenditure to the extent of 5% over the estimates in the original technical sanction, within the budgetary provision;
- xxviii. to approve the various items of the works under the grant provided for maintenance of buildings and premises;
- xxix. to sanction the temporary establishment on daily wages from time to time for maintenance and development of the University Campus;
- xxx. to modify the statutory dates of commencement of various examinations conducted by the University in exceptional cases in consultation with the Heads of University Departments and Principals of Colleges, if necessary.
- xxxi. to authorize all purchases to be made for the University within the budgetary grant, save as otherwise provided in the statutes;
- xxxii. to sanction admission of students to their respective degrees in absentia;
- xxxiii. to sign the certificates of degrees awarded by the University;
- xxxiv. to appoint suitable persons on the recommendations of the Controller of Examinations, to tabulate and collate the results of various examinations and to affix code numbers on answer-books;
- xxxv. to authorize, subject to the restrictions laid down in the relevant statutes, amendment in the result of a candidate when affected owing to rectification of an error;



- xxxvi. to authorize the publication of results of the Bi-annual/ Supplementary/ Subsequent/ Special examination;
- xxxvii. to sign all cheques or to delegate this power to any other officer of the University.
- xxxviii. to sanction refund of fees in exceptional cases not covered by the statutes and regulations, in order to avoid real hardship in genuine cases; and
- xxxix. to sanction re-appropriation from one major or minor head to another in the approved budget, subject to the restrictions laid down in Account and Finance Regulations.

1.2 The Pro Vice-Chancellor, if any, shall have the following powers and functions in addition to those that may be delegated to him by the Vice Chancellor under Section 15(1) of the Act: -

Pro Vice-Chancellor

- 1) to preside over the meetings of all the bodies of the University other than the University Council, in the absence of the Vice-Chancellor; and
- 2) to perform such other duties and exercise such powers of the Vice-Chancellor as may be assigned to him by the University Council.

1.3 The Registrar shall have the following powers and functions in addition to those provided under section 17 of the Act: -

Registrar

- 1) to make all disbursements on account of the University, and sign all cheques.
- 2) to sanction temporary appointments in leave arrangements of the subordinate staff;
- 3) to award black mark to the subordinate staff for omissions and errors proved to have been committed by them;
- 4) to impose fines on subordinate staff;
- 5) to sanction casual leave to the subordinate staff of the office or delegate this power to any officer of this University;



- 6) to authorize purchase of all kinds for the office upto and including Rs. 25,000/= in individual cases;
- 7) to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit as per codal procedure.
- 8) to accord sanction to the execution of approved works as per codal procedure by the Engineering Unit after the estimates are technically approved;
- 9) to sanction payment of advance T.A to the University employees and members of the University bodies if and when necessary, provided that road distance is not less than 150 Kilometers. The advance shall not, however, be made earlier than 5 days before the actual date of travel;
- 10) to sanction extra-ordinary expenditure not covered under Regulations on refreshment to the subordinate staff;
- 11) to sanction re-appropriation from one major or minor head to another in the approved budget subject to the restrictions laid down in Account and Finance Regulations;
- 12) to operate upon and maintain the account of imprest of Rs. 10,000/= to meet emergent expenses in accordance with the provisions laid down for this purpose;
- 13) to declare the seniority list of the University employees;
- 14) to sanction advances to the University employees out of their G.P/C.P Fund deposits in accordance with the relevant Regulations;
- 15) to keep the custody of Service Books and Character Rolls of the University employees;
- 16) to suspend when he deems necessary members of the subordinate staff on grounds of misconduct according to the procedure laid down under Regulations and when he takes such an action he will report it to the Vice-Chancellor;



- 17) to sanction write off of loss in any individual case as per regulations.
- 18) to sign agreements on behalf of the University.

Provided that in respect of cases pertaining to a Department/Centre, the concerned head of the Department/ Director shall also be empowered to execute an agreement with outside agencies after it is vetted by the Dean, Faculty of Law.

However, this should apply to the budget items of the Departments/ Centres.

1.4 The Controller of Examinations shall have the following powers and functions in addition to those provided under Section 18 of the Act: - *Controller of Examinations*

- 1) to frame and issue date sheets (theory and practical) for various examinations;
- 2) to publish the result gazettes in respect of the examinations conducted by the University in accordance with the statutes;
- 3) to make corrections in the entries of the Result Registers detected after the results have been tabulated and collated;
- 4) to condone in genuine cases deductions liable to be made from the remuneration of examiners on account of late submission of documents, omissions and mistakes etc., or to impose token deductions only;
- 5) to sanction expenditure not covered under Regulations on refreshment to the subordinate staff of the Examination Branch who may have to sit for work beyond office hours;
- 6) to grant previous sanction to the expenditure incurred by the Superintendents of Examination Centres as required under the provisions of the relevant Regulations;
- 7) to grant permission to candidates for appearing in various examinations conducted by the University;



- 8) to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations as may be prescribed from time to time.
- 9) to make payment of remuneration to printers of question papers, paper-setters, Moderators, Examiners, Checking Assistants, Code Officers, Tabulators and Collators, and to sign cheques in that connection.
- 10) to authorize incurring of normal contingent expenditure in regard to the work relating to the conduct of examinations;
- 11) to sanction payment of advance T.A. to the Examiners, Superintendents of Examination Centres and officials of the Examination Branch provided that the road distance is not less than 150 kilometers. This advance shall not, however, be made earlier than five days before the actual date of journey;
- 12) to sanction casual leave to the subordinate staff of the Examination Branch or delegate the power to any officer of the University; and
- 13) to inspect the Examination Centres (Theory and Practical).

1.5 The Joint Registrar, if any, shall perform the following duties: - *Joint Registrar, if any*

- 1) in the absence of the Registrar to act as Secretary of the University Council, Syndicate, Academic Council and all other Bodies unless otherwise provided by the statutes; and
- 2) to perform such other duties of the Registrar as may be assigned to him by the University Council.

- 1.6 * One of the senior most Professors of the University shall be nominated by the Vice-Chancellor to function as Dean Academic Affairs in addition to his normal duties. *Dean Academic Affairs*
- The Dean Academic Affairs shall hold the office for a period of two years.

University Council resolution dated 6.1.1997



The powers and functions of the Dean, Academic Affairs shall be to-

- 1) a. Co-ordinate, Supervise and approve on behalf of the Vice-Chancellor admission of students to various courses including M.Phil/Ph.D made by the Admission Committees in their respective Departments. He may ask for such information as he considers proper to satisfy himself that the admissions are made in accordance with the prescribed policy and procedure.
- b. Recommend to the Vice-Chancellor modifications in admission policy and procedure as and when these may become necessary either on his own or on the basis of recommendations made by Head of the Departments/Deans of Faculties/ Admission Committees in various Departments.
- 2) Arrange for adequate and proper accommodation for various University Departments/classes, subject to overall constraints.
- 3) Circulate to the teaching Departments the academic calendar, list of holidays and periods of closure of Departments or suspension of classes under special circumstances.
- 4) a) Ensure that the schedule of teaching for various classes is in accordance with the prescribed norms; for this purpose the Heads of the Departments shall send to him class-wise and teacher-wise timetable of a class at the beginning of each semester;
- b) Ensure that the discipline and routine work in all Departments is maintained in accordance with the decisions and directions of the University;
- c) Exercise control in respect of matters specified in 4(a) and (b) herein above over the functioning of the University teaching Departments through the Heads of the Departments.
- 5) a) Sanction casual leave and special casual leave to the Heads of the Departments and special casual leave to other members of the teaching staff;

**Powers
&
Functions**



- b) Sanction duty leave not exceeding 3 days at a time (6 days in case of University work) to the teaching staff including Heads of the Departments.
- 6) a) Communicate approval to the proposals of Heads of the Departments for guest speakers after these are perused and formally approved by the Vice-Chancellor;
- b) Forward to the Vice-Chancellor with his recommendation the proposals of Heads of Departments for appointment of visiting Fellows and Professors under the UGC scheme or other similar arrangements.
- 7) Communicate approval to the proposals of Head of the Departments for deputing delegates from the University to conferences, seminars, workshops and other faculty improvement programmes after these are perused and formally approved by the Vice-Chancellor.
- 8) Formulate proposals and to recommend to the Vice-Chancellor ways and means for improving academic standards of the University.
- 9) Approve the award of University Fellowships and Scholarships on the recommendations of Heads of the Departments concerned committees.
- 10) Preside, in the absence of the Vice Chancellor and the Pro Vice Chancellor if any, over the meetings of the Boards of Research Studies in various Faculties and decide cases of differences, if any, between a Ph.D. candidate and his supervisor.

1.7 The Dean College Development Council⁵ shall be appointed by the Vice-Chancellor from amongst the senior most professors of the University.

The Dean, College Development Council shall hold the office for a period of three years;

*Dean, College
Development
Council*

University Council resolution dated 6.1.1997



Provided, that the Vice-Chancellor may extend the term of the Dean, College Development Council for second consecutive term.

Provided, further appointment of the Dean College Development Council shall be subject to such terms and conditions as the Vice-Chancellor may deem fit.

- 1). The Dean shall be an ex-officio member of the Academic Council/Board of Inspection of the University.
- 2) The Dean shall head the affiliation unit of the University and the affiliation to Colleges shall be monitored and controlled by him.
- 3) The Dean shall carry out the inspection of the colleges to see that the academic programmes are carried out smoothly.
- 4) The Dean shall act as the Convener of all Inspection Committees appointed by the University for Inspection of Colleges.
- 5) The Dean shall review the inspection reports of the Colleges and suggest remedies for removing the defects and irregularities reported.
- 6) The Dean shall act as a member of the Selection Committee for selection of teachers in private colleges affiliated to the University.
- 7) The Dean shall help in monitoring the UGC programmes implemented by the affiliated colleges.
- 8) The Dean shall visit all the Affiliated/ Constituent Colleges at least twice a year to assess the developmental and academic needs of the colleges.
- 9) The Dean shall scrutinize development proposals of the colleges and recommend them to the UGC and other agencies/bodies for approval.
- 10) The Dean shall obtain from the Colleges and furnish to the commission utilization certificates and other documents in respect of UGC grants released /disbursed to the colleges.

**Powers &
Functions**



- 11) The Dean shall ensure proper utilization of grants sanctioned by the UGC and efficient implementation of UGC approved projects.
- 12) The Dean shall be in direct liaison with the Vice-Chancellor, Commissioner/Secretary, Higher Education, UGC, and other agencies/ bodies.
- 13) The Dean shall represent the University on the State Government Committees for development of colleges.
- 14) The Dean shall hold regular meetings with Principals of the affiliated colleges with a view to apprise them of the ways in which the College Development Council can function effectively for the development of colleges.
- 15) The Dean shall organize workshops, seminars and conferences of Colleges Principals /teachers for advancing the cause of collegiate education.
- 16) The Dean shall perform such other duties as may be assigned to him by the College Development Council and the Vice-Chancellor from time to time.

- 1.8 The Dean of each Faculty shall be nominated in accordance with the provisions of Section 29(1) of the Kashmir and Jammu Universities Act, 1969.

**Deans of
Faculties**

1. The Dean of each Faculty shall be the Executive Officer of the Faculty and shall preside at its meetings. In the absence of the Dean, the members present shall elect their own Chairman.

Provided that in case the Dean is absent or on leave for a period exceeding three months, his place may be temporarily filled up by the Vice-Chancellor for the period of absence.

2. The Dean shall have right to be present and to speak at any meeting of any Committee of the Faculty but not to vote unless he is a member of the Committee.



1.9 The Librarian of the University shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section 1 (b) of Section 36 of the Act. He shall be a whole time officer of the University and perform the duties and exercise powers as under: -

Librarian

- 1) to act as Member-Secretary of the Library Committee;
- 2) to conduct all official correspondence for the Library;
- 3) to sanction casual leave to the subordinate staff of the Library;
- 4) to scrutinize lists of books recommended by the Heads of Departments of the University;
- 5) to place orders for books, journals and all other Library requirements within the limits of sanctioned budget allotments and in accordance with Regulations;
- 6) to select reference books, books of general interest and books on Library Science and such other subjects as the Library Committee may determine from time to time;
- 7) to prepare and certify all bills after proper verification and attest accession and account registers maintained in the Library;
- 8) to authorize purchase of serial publications in order to complete the volumes;
- 9) to remit over-due charges from borrowers according to Regulations;
- 10) to dispose of or write off books lost or damaged in the Library as per procedure that may be laid down by the Library Committee from time to time.
- 11) to operate upon and maintain the account of the sanctioned imprest to meet emergent expenses in accordance with the procedure laid down for this purpose;
- 12) to control the staff of the Library;



- 13) to perform such other duties as may be prescribed by the Library Committee, the University Council and the Syndicate;
- 14) to delegate, subject to approval of the Vice-Chancellor, any of his powers and duties to any other officer of the Library
- 15) In the discharge of his duties, the Librarian shall be under the direct control of the Vice Chancellor.

1.10 ⁶ The Chief Proctor of the University shall be appointed by the Syndicate on the recommendation of the Vice-Chancellor and shall hold office for a term of two years extendable by another term of two years.

Chief Proctor

- 1) all disciplinary powers affecting students which are not vested in Heads of Departments or other authorities, shall be exercised by the Chief Proctor, under the directions of the Vice-Chancellor;
- 2) the Chief Proctor shall take disciplinary action as provided in this statute, in the case of all students of the Post-graduate Departments of the University, both resident and non-resident, who are found guilty of misbehavior or improper conduct elsewhere than within the compounds of the Departments and Hostels;
- 3) any disciplinary action taken by the Chief Proctor in the case of a student who belongs to a Department or Hostel shall be reported to the Head of the Department concerned/Hostel Warden and the Vice-Chancellor;
- 4) all breaches of discipline involving expulsion either from the Department or Hostel shall be reported through the Chief Proctor to the Vice-Chancellor;
- 5) the Chief Proctor shall take action on all matters which are referred to him for disciplinary measures by any responsible person or an authority;

Duties and Powers of the Chief Proctor

⁶University Council Resolution dated 9/6/1985



- 6) the Chief Proctor shall be empowered to deliver a formal caution;
- 7) the Chief Proctor shall be competent to impose a fine upto a limit of Rs. 100/= on a particular student;
- 8) the Chief Proctor shall, in consultation with the Head of the Department concerned, have the power to recommend to the Vice-Chancellor the rustication or expulsion of a student from the University.

1.11 The Additional Controller of Examinations shall perform such duties as may be assigned to him by the Syndicate/Vice-Chancellor.

*Additional
Controller of
Examinations*

1.12 Subject to the Superintendence of the Vice-Chancellor, the Dean of Student's Welfare shall perform the following duties and functions relating to the welfare of the students: -

*Dean
Student's
Welfare*

- 1) The Dean of Students welfare shall advise in the following: -
 - i. Organizing student Advisory Committees and their functioning;
 - ii. Residential accommodation of students;
 - iii. Proper functioning of the Cafeteria and the Hostel especially mess arrangements;
 - iv. Health and transport services;
 - v. Scholarships, Stipends, fellowships and other Financial assistance outside the University;
 - vi. Educational tours including travel concessions;
 - vii. Admission of students to the various courses outside the Kashmir Province.
- 2) The Dean shall exercise general control and supervision over the Physical education programme and other co-curricular activities of students in consultation with the Heads of Departments.



- 3) It shall be the duty of the Dean to ensure discipline among the students at the campus and deal with cases of indiscipline in accordance with the provisions of the statutes.
- 4) The Dean shall maintain record of the programmes and activities of each student from the date of his admission to the University and for this purpose he shall keep a note of all achievements and of any other reports or incidents reflecting on the conduct or character of the student.
- 5) The Dean of Student's Welfare shall exercise control over the Bureau of Educational and Vocational Guidance and ensure its proper functioning.
- 6) The Dean shall prepare reviews and reports of the activities pursued by students during the year.
- 7) The Dean shall perform such other functions for the welfare of students as the Vice-Chancellor may direct from time to time.
- 8) The Dean shall be a vacation officer;
- 9) The Dean shall organize the Annual University Youth Festivals and Annual Athletic/ Sports Meet.
- 10) The Dean shall be a member of the Board of Sports and Youth Welfare and shall be associated with the selection of teams for various games and sports in and outside the State along with the Director of Physical Education.
- 11) The Dean shall take special care of the welfare of girl student's; supervise their special problems, if any.
- 12) The Dean shall work as Secretary of the Board of Student Welfare.
- 13) The Dean shall maintain his office at a convenient place in or near a teaching block so that he is easily accessible to the students.



1.13 There shall be a Deputy Chief Proctor, Proctors and Proctorial Monitors to assist the Chief Proctor in Performance of his duties. The Vice-Chancellor shall be competent to appoint Proctorial officers: -

*Deputy Chief
Proctor/
Proctor*

- 1) The Deputy Chief Proctor shall be competent to impose a fine upto a limit of Rs. 50/= on a particular student.
- 2) The Proctor shall be competent to impose a fine of Rs. 25/= on a particular student.

1.14 The Deputy Librarian shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under Sub Section 1(b) of Section 36 of the Act. He shall be a whole time officer of the University and perform such duties and exercise such powers as may be assigned to him by the University Council, the Syndicate or the Library Committee or by the Vice-Chancellor or the Librarian. In case there is no Librarian, the Deputy Librarian shall perform all duties and exercise all powers delegated to the Librarian. In the discharge of his duties, the Deputy Librarian shall be under the direct control of Vice-Chancellor when there is no Librarian.

*Deputy
Librarian*

1.15 The Deputy Registrar, Development Officer, Special Assistant to Vice Chancellor and Assistant Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under Sub-section 1(C) of Section 36 of the Act. They shall be whole-time officers of the University and besides performing such duties and exercising such powers as may be assigned to them from time to time by the Vice-Chancellor or the Registrar, the Deputy Registrars, Development Officer and Assistant Registrars shall, subject to the control of the Registrar, perform the duties and exercise the powers as under: -

*Deputy
Registrar/
Special
Secretary. to
Vice-Chancellor
/Development
officer/
Assistant
Registrar*

- 1) to be incharge of work relating to: -
 - a) Convocation;
 - b) Issue of forms and stationery;
 - c) Registration of the students of the University;
 - d) Preparation of the budget estimates;



- 2) to conduct routine correspondence;
- 3) to sanction and issue Inter-College and Inter-University Migration Certificates;
- 4) to maintain the stock of all kinds of forms and stationery, save as otherwise provided in the Statutes;
- 5) to maintain up-to-date seniority list of the employees of the University; and
- 6) to complete service books and maintain personal files of all the teachers, officers and other employees of the University.

1.16 The Deputy Controller of Examinations, the Assistant Controller of Examinations and the Confidential Assistant to the Controller of Examinations shall be appointed by the Syndicate on the recommendations of the Selection Committee constituted under sub-section 1(C) of Section 36 of the Act. They shall be whole-time officers of the University and besides performing such duties and exercising such powers as may be assigned to them by the Vice Chancellor, the Deputy Controller of Examinations and Assistant Controller of Examinations, shall perform the duties and exercise the powers as under: -

*Deputy
Controller of
Examinations
/Asstt.
Controller of
Examinations
Confidential
Asst. to
Controller of
Examinations*

- 1) to conduct routine correspondence regarding examinations;
- 2) to keep under safe custody the blank certificates and diploma forms;
- 3) to sign and issue marks certificates, result cards, failure statements and admission cards to the candidates in various examinations of the University; and
- 4) save as otherwise, provided, to prepare and issue various statements, notifications and other documents in connection with the conduct of University examinations.



1.17 The Director Physical Education shall be appointed by the University Council on the recommendation of the Selection Committee constituted for this purpose under sub-section 1(a) of section 36 of the Act. He shall be a whole-time officer of the University and, subject to the control of the Vice Chancellor and the Registrar, shall be incharge of work relating to sports, youth welfare and other extra-curricular activities and will work as Secretary of the Board of Sports and Youth Welfare. He shall perform such other duties relating to Sports and Youth Welfare and exercise such powers as may be assigned to him by the Syndicate or the Board of Sports and Youth Welfare.

*Director
Physical
Education*

1.18 The Director, Bureau of Educational and Vocational Guidance shall be appointed by the Syndicate on the recommendation of the Selection Committee appointed for the purpose under sub section 1 (c) of Section 36 of the Act. He will be incharge of the Bureau and shall give information and guidance to the students of the University in regard to academic matters. In the execution of his duties he will be under the direct control of the Dean of Students' Welfare.

*Director,
Bureau of
Educational
and
Vocational
Guidance*

1.19 The Senior Assistant Librarian shall be appointed by the Syndicate on the recommendation of the Selection Committee appointed for the purpose under sub-section 1(c) of Section 36 of the Act. He shall be a whole-time officer of the University and under the control of the Librarian or Deputy Librarian, whoever is incharge of the Library, exercise such powers and perform such duties as may be assigned to him by the Syndicate, the Library Committee or by the Vice-Chancellor or the Librarian/Deputy Librarian. In case there is no Librarian or Deputy Librarian the Senior Assistant Librarian shall exercise such powers and perform such duties as are assigned to the Librarian under statutes subject to the Superintendence of the Registrar.

*The Senior
Assistant
Librarian*



1.20 The Assistant Registrar (Accounts) shall be appointed by the Syndicate on the recommendations of the Selection Committee appointed for the purpose under Sub-section 1(c) of Section 36 of the Act. He shall be a whole-time officer of the University. Besides performing such duties and exercising such powers as may be assigned to him, from time to time, by the Vice-Chancellor or the Registrar, he shall be responsible for supervising and maintaining all the accounts of the University in accordance with the Accounts and Finance Regulations, in addition to the performance of the following duties, subject to the control of the Registrar: -

*Assistant
Registrar
(Accounts)*

- 1) he shall be incharge of the Accounts Branch including the Cash Section;
- 2) he shall check the cash of the University once or twice in a month and report to the Registrar the irregularities, if any, noticed by him;
- 3) he shall suggest ways and means for maintaining proper accounts of the University;
- 4) he shall regularly check up the cash balances with the respective accounts of the Bank;
- 5) he shall see that all payments are supported by proper vouchers and covered by proper sanctions;
- 6) he shall get the cheques signed by the Registrar, Controller of Examinations or Vice-Chancellor, as the case may be, and keep the cheque books in his own custody;
- 7) he shall see that all receipts and payments are regularly brought in books and classified in accordance with the Regulations of the University;
- 8) he shall get pension cases prepared whenever required and see that pension payment orders are issued in time;
- 9) he shall be responsible to exercise thorough check of the accounts and shall submit a monthly report to the Vice-Chancellor and Financial Advisor through the Registrar; and



- 10) he shall conduct physical stock verification of dead stock articles, blank certificates and diploma forms and other forms and stationery of the whole University, at least once a year and submit a report to the Vice-Chancellor through the Registrar.

1.21 The Assistant Librarian shall be appointed by the Syndicate on the recommendations of the Selection Committee appointed for the purpose under Sub-section 1(c) of Section 36 of the Act. He shall be a whole-time officer of the University and perform such functions as may be assigned to him by the Library Committee or the Syndicate or the Vice Chancellor or the Librarian/Deputy Librarian. In the execution of his duties he shall be under the immediate control of the Librarian or any other officer performing the duties of the Librarian.

**Assistant
Librarian**

1.22 The Assistant Engineer shall be appointed by the syndicate on the recommendation of the Selection Committee appointed for the purpose under Sub-section 1(c) of Section 36 of the Act. Besides exercising such powers and discharging such duties as may be assigned to him by the Vice-Chancellor, his powers and functions shall be as under: -

**Assistant
Engineer**

- 1) He will be incharge of the Construction Unit of the University and control the subordinate staff of that unit;
- 2) He will be responsible for the proper maintenance of University buildings and report immediately whenever any repairs are required in any such building;
- 3) He will prepare every year a proposal for ordinary repairs of the buildings and fittings for being executed within the budget allotment under the maintenance grant;
- 4) He will prepare estimates of all the approved works assigned to the Construction Unit and execute these works after the estimates have been approved as provided in the Statutes and the formalities regarding tenders



- 5) completed in accordance with the Account and Finance Regulations;
- 6) He will be responsible to exercise cent percent check of the bills of contractors;
- 7) He will discharge the technical work in accordance with the procedure obtaining in the State P.W.D. and also maintain all the registers as will be required in accordance with P.W.D. Accounts Code;
- 8) He will supervise the works of the University executed by the Jammu and Kashmir Construction Corporation and the State P.W.D. and make report of his findings and observations to the Vice-Chancellor through the Registrar;
- 9) He will conduct the routine correspondence in respect of the Engineering Unit; and
- 10) In the discharge of his duties, the Assistant Engineer shall be under the direct control of the Registrar.

1.23 Unless otherwise provided each Head of the University Department/Director of a Centre/Chairman shall be competent: -

**Head of the
Department/
Director/
Chairman**

- 1) to sanction casual leave to the teachers and the subordinate staff of the Department concerned;
- 2) to incur expenditure under the following budget heads in anticipation of the Vice Chancellor's sanction, provided the expenditure is incurred in accordance with the procedure laid down in the Accounts and Finance Regulations prescribed by the University: -
 - i Postage and Telegrams;
 - ii Telephone charges;
 - iii Electric Charges;
 - iv Stationery, Typewriters, Duplicators and Duplicating Material;
 - v Hot and Cold Weather Charges;
 - vi Repairs to Furniture;



- vii Miscellaneous; and
 - viii Garden Contingencies.
- 3) to incur expenditure, with the previous sanction of the Vice-Chancellor, within the budgetary provisions in respect of: -
- i. Furniture;
 - ii. Tours;
 - iii. Laboratory expenses;
 - iv. Scientific equipment;
 - v. Workshop equipment; and
 - vi. Servants' Liveries.
- 4) to sanction re-appropriation in consultation with the Registrar from one major or minor head to another in the approved budget, subject to the restrictions laid down in Accounts and Finance Regulations.
- 1.24 The officers attached to the Registrar, shall be designated as Deputy Registrar and Assistant Registrar while those working with the Controller of Examinations shall be designated as Deputy Controller of Examinations and Assistant Controller of Examinations respectively and shall be transferable.



4. Two Principals of constituent/ affiliated colleges nominated by the Vice-Chancellor;
 5. One member to be co-opted by the Committee;
 6. Controller of Examinations – Member Secretary.
- 2.32 The Committee may delegate the power of appointing the supervisory staff to the Vice-Chancellor.

Regulations

1. The Committee shall meet whenever the Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, directs. *Meetings*
2. The Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over at all meetings. *Chairman*
3. The Controller of Examinations shall be the Member-Secretary of the Committee. In his absence the person performing the duties of the Controller of Examinations shall act as Secretary. He shall maintain the proceedings of the meeting of the Committee in writing and shall submit the same to the Chairman for his signatures. *Secretary*
4. The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. The chairman in the event of the equality of votes, shall have a casting vote. *Quorum*

**16. COMMITTEE FOR SCRUTINY OF
UNFAIR-MEANS/ MIS-CONDUCT CASES**

- 2.33 The Syndicate shall have a Committee for Scrutiny of unfairmeans/misconduct cases in Examinations and take decision on them in accordance with the relevant statutes. The Committee shall comprise the following:- *Statutes*
1. Vice-Chancellor;
 2. Pro Vice-Chancellor, if any;
 3. Dean, Faculty of Law;
 4. Registrar;
 5. Three members of the Syndicate, nominated by the Syndicate, provided that one of three nominees is from an affiliated/ constituent college;



6. Controller of Examinations - Member Secretary.
- The members of the Committee other than ex-officio members shall hold office for a period of three calendar years from the respective dates of their nomination as such.

Regulations

1. The Committee shall meet whenever the Vice-Chancellor directs. *Meetings*
2. The Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over at the meetings of the Committee. *Chairman*
3. The Controller of Examinations shall be the Member-Secretary of the Committee. In his absence the person performing his duties shall act as Secretary. He shall keep the proceedings of the meetings in writing and shall submit the same to the Chairman for his signatures. *Secretary*
4. The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. In the event of equality of votes, the Chairman shall have a casting vote. *Quorum*

**17. COMMITTEE FOR SCRUTINY OF COMPLAINTS
AGAINST QUESTION PAPERS**

- 2.34 There shall be a Committee of the Syndicate for the scrutiny and disposal of complaints against question papers in accordance with the relevant Statutes. It shall consist of the following: - *Statutes*
1. Vice Chancellor;
 2. Pro Vice-Chancellor, if any;
 3. Dean of the Faculty concerned;
 4. Two members nominated by the Academic Council;
 5. Two Principals of constituent/affiliated colleges nominated by the Vice-Chancellor;
 6. Controller of Examinations.....Secretary



The nominated members shall hold office for a period of three calendar years from the respective dates of their nomination as such.

Regulations

- | | |
|---|------------------|
| 1. The Committee for the scrutiny of complaints against question papers shall meet whenever the Vice-Chancellor directs and deal with all the complaints in accordance with the procedure laid down in the Statutes. | <i>Meetings</i> |
| 2. The Vice Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over at all the meetings of the Committee. | <i>Chairman</i> |
| 3. The Controller of Examinations shall be the Secretary. In his absence the person performing his duties shall act as Secretary. He shall maintain the proceedings of the meetings of the Committee in writing and shall submit the same to the Chairman for his signatures. | <i>Secretary</i> |
| 4. The majority of the members shall form the Quorum. All questions shall be decided by a majority of votes of the members present. In the event of equality of votes, the Chairman shall have a casting vote. | <i>Quorum</i> |

18. RESULT PUBLISHING COMMITTEE⁵

- | | |
|---|-----------------|
| 2.35 There shall be a Committee of the Syndicate for reviewing, scrutinizing and publication of results of the examinations conducted by the University, consisting of the following: - | <i>Statutes</i> |
| 1 Vice-Chancellor; | |
| 2 Pro Vice-Chancellor, if any; | |
| 3 Two members of the University Council, nominated by the University Council one of whom shall be a teacher; | |
| 4 Two members of the Syndicate, nominated by the Syndicate one of whom shall be a teacher; | |

⁵ University Council Resolution dated 7-10-1976



- II. Teachers are expected to spend the remaining time of their working hours apart from their teaching periods in useful work such as research and improvement of educational standard. The competent authority will provide the necessary facilities.
- III. Every teacher shall conform to and abide by the rules and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may, for the time being be placed.

Provided such orders and directions are of an academic nature.
- IV. All teachers shall during the period of their service engage themselves honestly and efficiently under the directions of the competent authority/ head of the department and shall not either directly or indirectly, carry on any trade or business.
- V. In addition to the teaching work teachers may be required to participate in any work for co-curricular and corporate activities of the University including social and educational functions. No teacher shall join or continue to be member of any association, the objects or activities of which are prejudicial to public order, decency and morality.
- VI. There will be no annual confidential report about the work of a teacher but all teachers shall be required to submit a self-assessment report every year when the University academic session ends. The report will be submitted to the Vice Chancellor through the Head of the Department and it will, survey the contribution the teacher has made to teaching/research other academic or



enquiry shall be made. The enquiry committee shall consist of the Registrar, Dean of the Faculty, and Head of the Department other than the concerned and one nominee of KUTA. The enquiry shall be completed within a period of three months.

Explanation:

Stopping a teacher at an Efficiency Bar in the time scale of his pay on the ground, of his unfitness to cross the bar does not amount to with-holding of increment or promotion within the meaning of this rule.

(VI) The services of permanent teacher can be terminated on the following grounds:

- a. Willful and persistent neglect of duty;
- b. Misconduct;
- c. Conviction by a court for an offence involving moral turpitude;
- d. Physical or mental unfitness.

4. (I) During the period of suspension, for the period of 1st six months the teacher will be entitled to subsistence allowance of an amount equal to half the basic pay on the day of suspension and the allowances as admissible on that day. Beyond six months the subsistence allowance can be increased or decreased upto 50% of the originally sanctioned subsistence allowance depending on as to whom the delay in the disposal of the case is attributed.

*Subsistence
allowance
during
suspension*

(II) If as a result of enquiry the teacher is not found guilty of any act mentioned in clause (vi) he shall be reinstated and entitled to his normal full salary and allowances for the period of his suspension subject to adjustment of the subsistence allowance paid to him during the period of suspension. If, however, the teacher is found guilty partially but is retained in service the period of suspension and his pay and allowances



CHAPTER - IV

AFFILIATION AND RECOGNITION OF COLLEGES AND OTHER INSTITUTIONS

- 4 Colleges shall be of two types namely: -
- Constituent; and
 - Affiliated
- 4.1 Subject to the provisions of Section 49 of the Act, a college or institution applying for admission to the privileges of the University in any faculty shall be required to satisfy the following conditions: -
- that it guarantees a satisfactory standard of educational efficiency for which recognition or affiliation is sought, and that it is established on permanent basis;
 - that it is situated within the territorial jurisdiction of the University;
 - that it is not carrying education for private gain or profit;
 - that its financial resources are such as to make provision for its continued maintenance;
 - that it satisfies a demand for higher education in a particular locality;
 - that the college/institution not maintained by the Government, shall adopt the scales of pay prescribed for Government colleges and

Statutes

General conditions for affiliation & recognition



- institutions or those prescribed by the University from time to time;
- That the playground is suitable and sufficient;
 - that the furniture and equipment is adequate;
 - that facilities for the residence of students are satisfactory and adequate;
 - that due provision is available for the health and recreation of students;
 - that it is prepared to furnish such reports, returns and other information as provided by the Statutes or as the University/State Government may require from time to time;
 - that provision has been made for a suitable library;
 - when affiliation is sought in any branch of experimental sciences, that arrangements have been made for imparting instruction in that branch of science in a properly equipped laboratory or museum;
 - that the institution has a suitable building of its own for accommodation of various classes/offices for meeting all its requirements;
 - that the institution shall place at the disposal of the University accommodation, furniture, etc for the conduct of various examinations and other activities free of cost;
 - That the college/institution, not maintained by the Government, has a separate endowment fund, as may be prescribed from time to time that cannot be alienated so long as the college/institution continues to exist;
 - that the college/ institution, not maintained by the Government, is suitably organized, is under proper management and the constitution of the Managing Committee provides for:-
 - The Principal of the College to be an ex-officio member secretary of the Managing Committee of the College;

**¹Regulation**

The total duration of stay of student for studying a post-graduate course should not exceed two academic years. A student failing in the M.A./M.Sc/M.Com previous examination should not be allowed admission as a regular student in the previous class but should appear as a private candidate. Similarly, a student failing to pass the final examination should not be given admission in the final class as a regular student but allowed to appear as a private candidate in the subsequent examination as already provided in the statutes. The failures to the LL.B and B.Lib Science courses should also be treated accordingly.

Provided further that a student of a College/ institution or a University Department, who absents from or fails at an examination of the University, shall cease to be a member of that college or Department or Institution thereafter and the question of his/her readmission to the same class of the College or Institution or Department shall rest with the Principal of the College/Institution Head of the University Teaching Department or the Vice-Chancellor as the case may be;

Provided, also that payment by a student of an amount (which is refundable in case admission or re-admission to a class is refused) shall not establish a claim to admission or re-admission to a class of a Department, College or Institution.

- 5.2 A student, when applying for admission to a University Department, constituent/affiliated college or a recognized institution, shall submit with his/her application a certificate as to his/ her conduct signed by the Head of the Institution in which he/she was studying during the year previous to his/her joining the Department, College or other recognized institution

Provided that a student who has not previously attended any college or institution, as a regular student, shall, in lieu thereof, furnish to the Head of the College/ Institution/ Department in which he/she desires to

*Production of
conduct
certificate on
admission*

¹ University Council resolution dated 23-10-1973



prosecute his/her studies, a certificate of conduct signed by a magistrate first class, Principal of an affiliated or constituent college or the Head of a Department of the University.

- 5.3 The Principal of an affiliated or constituent college shall be competent to cancel admission of a student enrolled for a course of study in the college in case he/she: -

- i) remains absent without permission of the Principal concerned for a period of one month continuously; or
- ii) attends less than 50% of the total lectures determined in the first term in an academic year; after an opportunity has been given to him to explain as to why such an action be not taken against him.

- 5.4 (i) Unless otherwise provided in the statutes the admission of students to various courses in the University Departments, colleges and other institutions, in the Faculties of Arts, Science, Social Science, Commerce, Education, Law, Medicine, Engineering, Oriental learning, Unani Medicine and such other faculties as may be prescribed by the Statutes of the University from time to time shall be completed by the 14th day after the date of declaration of the results of the lower Annual examinations.

*Dates of
admission of
students*

Provided that in respect of such of the courses where admission of students is made on the basis of entrance test this restriction shall not apply.

- (ii) Admission of students to various courses in the Centre of Distance Education shall be completed by such dates as may be prescribed from time to time.
- (iii) The admission to various courses shall be conducted irrespective of the holidays or vacations that might follow the date of declaration of results or intervene the date of commencement



- of admission of students and the last date of admission to the course/s.
- (iv) Lectures and practicals shall be counted upto 10 working days previous to the date of commencement of the examination.
 - (v) The regular teaching work shall begin not later than the 10th day after the closure of admission.
 - (vi) A candidate whose result is not declared or otherwise withheld for any reason in the Result Notification may be allowed to join the next higher class provisionally. In case he/she is subsequently declared by the University as having failed, his/her admission to the higher class shall stand cancelled. He/she shall have no claim against the institution he/she had joined and/or the University.

Provided that this concession may be extended to such candidates also as have appeared in an examination conducted by the University of Jammu, J&K Board of School Education, the Central Board of Secondary Education, New Delhi or any other University/Board the results whereof have not been declared by the time the admissions are completed in this University subject to the condition that their parents/guardians are transferred /residing permanently within the territorial jurisdiction of the University.

- 5.5 A candidate who has been disqualified for any specific period in any examination of the University for having committed misconduct or used unfair means in the examination may also be debarred by the 'Competent Authority' as defined in the Statutes relating to misconduct/ unfair means in the examination, from attending any class in any University Department or any affiliated/constituent college or a recognized institution of the University, as the case may be.

Admission of students disqualified for using unfair means in examination.



- 2) on the Registrar receiving information from the Secretary of the J&K Board of School Education or any other recognized University, from where the student has passed the Matriculation or Higher Secondary Elective Examination to the effect that the University/ Board/ Body has ordered an alteration in the date of birth of the candidate concerned. No fee shall be charged for this purpose.

5.19 ⁶When it comes to the notice of a Head of the University Department, College or Institution that a student of his Department, college or institution has committed a misconduct, or breach of discipline or misbehaviour, he/she may, and when a reference is made to a Head of a University Department by the Vice-Chancellor, the Head of a Department shall conduct an enquiry into the allegations of misconduct, indiscipline and misbehaviour of the student. In conducting the enquiry he shall give notice to the student in writing of the charge(s) against him and give him a reasonable opportunity to defend himself. The Head of the Department, College or Institution shall give his findings after considering the entire material before him.

- a) The Head of the University Department, College or Institution to which the student against whom an allegation of misconduct, indiscipline or misbehaviour has been made belongs, may suspend the student from attending the classes pending an enquiry into the allegation/s;

Provided that where as a result of the enquiry the student is exonerated, his/her attendance in lectures, will be calculated after deducting the number of lectures delivered, during the period of his/her suspension, from the total number of lectures delivered to his/her class;

Provided further that if for any reason the holding of an inquiry is unduly delayed or prolonged the Head of the University Department, College or Institution may at any time cancel or withdraw or put

Conduct and discipline of students

⁶ University Council resolution dated 6.9.1980



in abeyance the said suspension order and pass consequential orders.

- b) Where on account of students belonging to more than one department of the University being involved in any act or acts of misconduct, indiscipline or misbehaviour or for any other reason it appears necessary that an inquiry into the said act or acts be held by one and the same person or body, the Vice-Chancellor may appoint a Committee of one or more Heads of the University Departments or other persons to conduct the enquiry on the lines indicated in Statute 25 and in case it holds any student guilty of any misconduct, indiscipline or misbehaviour shall recommend the punishment to be awarded to the student. The Head of the University Department, college or Institution shall, after taking into consideration the report of the Committee, award such punishment to the student as he deems proper subject to confirmation by the Vice-Chancellor;

Provided that in any case in which the Vice-Chancellor considers it necessary to do so he may pass orders awarding such punishment as he deems proper;

Provided, further, that the Vice-Chancellor shall be competent to set up a Standing Disciplinary Committee which may advise the Vice-Chancellor on matters of discipline and conduct enquiries according to these Statutes.

- 5.20 Save as otherwise provided in the Statutes, when a student has been found guilty of grave misconduct or of persistent idleness or a breach of discipline, within or outside the premises of the University, college or a recognized institution, the Head of the University Department, college or Institution at which the student is studying may according to the nature and gravity of the offence: -

- a) expel; or
- b) rusticate him/her for a period not exceeding one academic year; or

Expulsion and Rustication



CHAPTER - XI

REGULATIONS

1. DISCIPLINE OF STUDENTS AT THE CAMPUS

1. Definitions

"Indiscipline" means and includes: -

- (a) disregard of the provisions of the Act and the Statutes, Regulations and Rules made there under from time to time;
- (b) disrespect or disobedience of the orders of any competent authority of the University;
- (c) disorderly conduct in or outside the campus;
- (d) participation or complicity in activities which have the effect of subjecting the University, its officers or teachers to ridicule or contempt;
- (e) act of violence;
- (f) use of abusive, threatening or offensive language, either verbally or in writing;
- (g) possession of lethal weapons;
- (h) gambling or drinking liquor or any other anti-social activity;
- (i) causing damage or loss of the property in and of the University;
- (j) instigation of student/ students or outsiders to engage in any of the foregoing activities, and



- (k) any other activity which is unbecoming of a student in the opinion of the authority responsible to maintain the discipline under these Regulations, or an activity which has the tendency to disrupt the orderly functioning of the University.

Whether an activity is serious indiscipline or minor indiscipline shall be determined on the basis of nature and gravity of the act of indiscipline by the authority responsible to maintain discipline.

**Minor
indiscipline
and Serious
Indiscipline**

Means an authority responsible to maintain discipline: -

- (a) for the maintenance of discipline of students of a teaching department in the premises of that department, the Head of the Teaching Department concerned shall be the Discipline Authority;
- (b) for the maintenance of discipline of boarders in the Hostel, the Chief Warden of the Hostels shall be the Discipline Authority;
- (c) for the maintenance of discipline of students of any teaching department in the University Library, the Librarian shall be the Discipline Authority;
- (d) for the maintenance of discipline of participants in the sports events on the sports field, the Director, Physical Education shall be the Discipline Authority; and
- (e) for the maintenance of discipline of students inside the Campus but not falling in paragraphs (a), (b), (c) and (d) and outside the Campus, the Chief Proctor and/or any other person or persons authorized by the Vice-Chancellor shall be the Discipline Authority.

**Discipline
Authority**

Explanation

For the purpose of these Regulations, a student "including a Ph. D. Scholar" shall continue to be under the disciplinary jurisdiction of the University until he/she qualifies for the award of a degree or a diploma or a certificate for which he was registered with the University.



Inquiry Authority is the authority constituted under these Regulations to inquire into acts of serious indiscipline of a student/ students and to make appropriate recommendations to the Discipline Committee.

**Inquiry
Authority**

Discipline Committee is the Committee nominated by the Vice-Chancellor to review the findings and recommendations of the Inquiry Authority, and to impose punishment in accordance with the provisions of these Regulations.

**Discipline
Committee**

Half the number of members of a Committee/ Authority constituted under these Regulations shall form the quorum.

Quorum

2. It shall be the duty of the students on the rolls of the University not to indulge in any act of indiscipline as defined in these Regulations and to help the discipline authorities of the University to maintain discipline and decorum in and outside the Campus.

3. (a) For all cases of minor indiscipline, the appropriate Discipline Authority shall be competent to award punishment to the maximum fine of Rs. 50/- per student and/or turn out the student/ students concerned from the class upto seven working days.
- (b) Before awarding punishment, the Discipline Authority shall, as far as possible, ascertain the facts leading to indiscipline either itself or through a teacher/ officer authorized by it in this behalf.
- (c) If it is not possible for the Discipline authority to fix the responsibility for specific acts of indiscipline due to non-cooperation or reluctance of students, it may, with the previous approval of the Vice-Chancellor, impose a collective fine not exceeding Rs. 25/- per student.

**Discipline
authority**

4. (a) Unless otherwise provided for in these Regulations, the Inquiry Authority for all acts of serious indiscipline shall be the Discipline Authority. The Discipline Authority may either

**Conduct of
inquiry**



itself conduct the inquiry or authorize one or more teachers of the Department or officer under it to conduct the inquiry in accordance with the provisions of these Regulations in its behalf.

- (b) Notwithstanding anything contained in paragraph (a) of Regulation 4, the Vice- Chancellor may, *suo-moto* or on the recommendation of the Chief Proctor, appoint an Inquiry Authority consisting of one or more teachers of the University of not less than 5 years' standing, if he is of the opinion that for speedy and satisfactory completion of the inquiry, or because of the nature and gravity of the act of indiscipline, it is expedient to appoint this Inquiry Authority. The Vice-Chancellor shall also be competent to suspend the student or students from attending the classes or Library or participation in sports events or residing in the Hostel for an indefinite period, if considered necessary by him.

5. If a prima facie case is established against a student and his presence in the class or Campus is likely to affect the Inquiry adversely, the appropriate Discipline Authority may suspend the student i.e. may not allow the student to attend the classes/ reside in the Hostel/ play any game in the Campus or Inter-University/ College matches for 10 working days or up to the time the matter is reported to the Discipline Committee, whichever is lesser.

**Suspension of
students**

Provided that the Chief Proctor and the Librarian shall not take such an action except with the prior approval of the Vice-Chancellor.

6. In cases of serious indiscipline, when the Discipline Authority is satisfied that a prima facie case of misconduct/ indiscipline of a serious nature has been established against a student and he deserves punishment more serious than envisaged in Regulation 3 (a), it shall act as an Inquiry Authority or constitute an Inquiry Authority as provided in Regulation 4(a). If the Inquiry Authority consists of more than one person, the Discipline Authority shall nominate one of the members

**Inquiry
authority**

Chapter XI: Regulations



as Chairman; provided that nothing in this Regulation shall affect the powers of the Vice-Chancellor to appoint an Inquiry Authority or order suspension as envisaged in Regulation 4 (b).

7.
 - a) Inquiry Authority shall serve the charge-sheet upon the student containing particulars of the charges framed against him and requiring him to defend himself by submitting an explanation in writing within three days of the receipt of charge-sheet. If the ends of justice so require, the charge-sheeted student may also be heard in person with or without witnesses at the discretion of the Inquiry Authority.
 - b) The Inquiry Authority shall consider the written explanation and verbal statements of the charge-sheeted student and his witnesses, if any. The Inquiry Authority may also require any other person, who has knowledge of the incident, of the statements of the charge-sheeted student and witnesses shall be made by the Inquiry Authority which shall be read over to the concerned witnesses and their signatures obtained in support of their correctness.
 - c) The Inquiry Authority shall, on the completion of the inquiry, make a report of the proceedings to the Vice-Chancellor. The report shall contain specific conclusions of fact arrived at by the Inquiry Authority and recommendation as to the punishment which should be imposed on the charge-sheeted student by the Discipline Committee.
8.
 - (a) If the inquiry has been conducted by the Discipline Authority itself, it shall forward the report to the Vice-Chancellor.
 - (b) If the inquiry has been conducted on behalf of the Discipline Authority by an Inquiry Authority constituted for that purpose, the report shall be sent to the Vice-Chancellor through the Discipline Authority. The Discipline Authority may make such comments on the report of the Inquiry

Chapter XI: Regulations



Authority as it deems necessary for the disposal of the case.

9. The following papers shall be sent to the Vice-Chancellor when a case of indiscipline is referred to him by the Discipline Authority for appropriate punishment:
 - i. copy of the charge-sheet served upon the student;
 - ii. a statement of the Inquiry Authority that the charge-sheet was served upon the student. If it has not been possible to serve the charge-sheet, steps taken by the Inquiry Authority to have the charge-sheet served must also be mentioned;
 - iii. written explanation of the charge-sheeted student;
 - iv. summary of statements made by the students and witness, if any; and
 - v. report of the Inquiry Authority specifying clearly that the charges framed have substantially been proved at the inquiry.
10. When a case of indiscipline has been referred to the Vice-Chancellor, he may either: -
 - i. refer it back to the Discipline Authority, if in his opinion the Inquiry Authority has failed to comply with any of the aforementioned procedural requirements with the direction to comply with the requirements of this regulation. The Inquiry Authority shall forthwith comply with the direction issued by the Vice-Chancellor in this behalf; or
 - ii. refer it to the Discipline Committee constituted by him for this purpose for awarding punishment to the charge-sheeted student in accordance with the provisions of these Regulations.
11. The Discipline Committee may, according to the nature and gravity of offence:
 - i. expel a student; or
 - ii. rusticate a student for a period not less one academic year; and/ or

Punishment



- iii. impose a fine not exceeding Rs. 200/-; and, or
- iv. debar a student permanently from residing in a Hostel or from participating in a sports or any other activity of the University; and/or
- v. impose any other punishment which, in the opinion of the Discipline Committee, shall prevent the student concerned from repeating acts of indiscipline:

Provided, that before awarding punishment, the charge-sheeted student shall be given an opportunity to explain in writing within five days of the receipt of the notice why the proposed punishment should not be inflicted on him by the Discipline Committee.

The Discipline Committee shall consider the explanation, if any, submitted by the student. The Discipline Authority shall have a right to be present at this meeting of the Discipline Committee. It shall not, however, be entitled to vote.

12. The Vice-Chancellor shall nominate the Chairman and members of the Discipline Committee on an adhoc basis. The Chief Proctor shall be the ex-officio member and Secretary of the Discipline Committee.

**Constitution
of Committee**

The appropriate Discipline Authority or its nominee who has conducted the inquiry shall have the right to attend the meeting of the Discipline Committee but shall not be entitled to vote.

**Confirmation
of punishment**

13. (a) All cases of expulsion or rustication shall be reported to the Syndicate for confirmation. If the order of expulsion/ rustication is not confirmed by the Syndicate, the student concerned shall be admitted to the concerned Department/ Hostel, if he/ she so desires.
- (b) If the order of expulsion/ rustication is not confirmed by the Syndicate, the period for which the student was under suspension shall be counted as attendance. In case the order of expulsion or rustication is confirmed, the order will have effect in such cases from the date the



student was not allowed to attend the classes or reside in the Hostel.

14. Rustication, when imposed on a student shall always mean the loss of at least one academic year i.e. the student concerned shall not be allowed to appear in any University examination during the academic year in which he/she is rusticated.
15. A rusticated student may rejoin his class in the same Department with the permission of the Head of the Department concerned during the days of admission, in the academic year following the academic year in which the period of rustication expires.
16. A student who is expelled from the University Teaching Department shall not be admitted to any of the institutions.
17. At the time of admission, every student shall be required to sign a declaration that on admission he/ she submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to maintain discipline under the Act and the Statutes and Regulations made thereunder by the University from time to time.
18. The Secretary of Committee shall maintain a Discipline Action Register where all the actions taken shall be recorded and the same will be notified to all the University Teaching Departments and affiliated/ constituent colleges as well as other Universities in India.

**Declaration
by the student**

**Record
maintainance**

2. RESIDENCE AND DISCIPLINE OF STUDENTS IN HOSTELS/LODGINGS

1. Provided that accommodation is available, every student shall be entitled to reside in a hostel maintained by college/ institution or a hostel maintained or recognized by the University, or else with a parent or guardian.

**Accommoda-
tion**

The term 'guardian' means and includes:



- i. A guardian appointed under the Guardians and Wards Act, or a guardian appointed by the Court of Wards;
- ii. A person declared in writing by the student's parent, or if he/she has no parent living, by the person described in clause (i) above as his/her guardian and approved by the Principal of the College or the Proctor of the University as the case may be;
- iii. If the student has no parent or guardian as above, a person approved by the Principal of his/her college or the Proctor of the University.

2. If no room is available in a hostel maintained by a College/Institution or in a hostel maintained or recognized by the University, the Head of his/her College/Institution/Department may permit students to live in lodgings;

Lodging

Provided that the keeper of the lodgings undertakes:

- i. to reserve the lodgings for students;
 - ii. to permit inspection at any time by the Head of the Department/Institution concerned and by any person deputed by the Syndicate; and
 - iii. to abide by their requirements regarding supervision.
3. No student shall be required to attend religious instruction or religious observance in the hostel against the wishes of his/ her parent or guardian.
 4. The Head of a college/recognized institution, who desires to have the hostel of his institution placed upon the list of recognized hostels, shall apply to the Syndicate through the Registrar, sending a copy of the rules of the hostel together with a sketch plan of the buildings and grounds.

Recognition of College Hostel

In the case of hostels applying for recognition, all charges in respect of traveling and halting allowances to the Inspectors appointed by the Syndicate for the purpose subject to the maximum of Rs. 200/- per visit



per person shall be paid by the Management of the hostel.

5. The Syndicate, after consideration of the report of the Inspectors, shall inform the Head of the institution whether his/her institution can or cannot be placed upon the list of recognized hostels; and in the event of the application being refused, shall communicate the reasons for refusal.

Inspection

6. A recognized hostel shall be open to inspection at any time by the Principal of a college/ institution or the Proctor of the University who has students residing therein, and by any person deputed by the Syndicate to visit it.

7. Once in every three years, the Syndicate shall arrange for inspection of all recognized hostels and recognized lodgings and the persons so deputed to visit any hostel shall be supplied beforehand with all necessary information including: -

- i. the terms of recognition;
- ii. the rules of the hostel as approved by the University;
- iii. the names of the Wardens and the Managers of the hostel:

The Inspectors shall be requested to have regard not only to the existing condition of the hostel but also of the continuity and preservation of the previous records, such as admission and conduct registers, which are of permanent value for the purpose of future reference.

8. A recognized hostel shall be required to maintain and to produce for inspection, when called for, an admission register, a register of attendance and conduct register.

The admission and conduct register shall be maintained in one book which should be a bound book of sufficient size maintained as a permanent record to which reference can be made in subsequent years.

9. The Head of the Institution shall report to the Registrar any alteration in the rules or any change either of

Warden or of Manager, for the confirmation of the Syndicate.

10. The Principal of a college/institution shall satisfy himself that the management of a recognized hostel in which students of his/her college/institution reside, is maintained in accordance with the conditions under which it received its recognition, and shall report to the Syndicate, if it is not so maintained.
11. Students expelled from University Departments, colleges or other recognized institutions shall not be admitted to any recognized hostel or approved lodgings.
12. Students who have been rusticated shall not be permitted to reside in a recognized hostel or approved lodgings during the period of their rustication.
13. Before canceling recognition of a hostel, the Syndicate shall inform the Principal of the institution of the grounds on which it considers it necessary to withdraw the recognition granted. The Syndicate shall consider the written explanations, if any, that may be furnished by the Warden/ Manager through the Principal of the Institution within fourteen days of its communication made to him/ her and may then cancel the recognition or pass such other order as it deems fit.
14. No student shall be admitted to an approved lodging without the approval in writing of: -
 - i. his/her Principal of the college/ institution, or the Proctor of the University;
 - ii. the warden of any hostel in which he/she previously resided;

Reference to these approvals is to be recorded in the hostel admission register.

*Cancellation
of recognition*